

The Barn

Parental Information (at a glance)



Admissions

The Barn provides after school care for children aged between 3 and 11, who attend either Harwell Primary School or Little Pippins Pre-school.

We are an inclusive setting. The site is fully accessible so that all children can be supported.

Places at The Barn are offered once a booking form for the term has been received. After this, any additional places will be awarded on a first come first basis.

If there are no places available, the parents of the child will be informed and the child's name added to a waiting list. As soon as places become available, parents will be contacted by The Barn manager.

Safeguarding

The Barn will follow the schools safeguarding policies which are available on the Harwell School website:

<http://www.harwellprimaryschool.co.uk/policies/>

Mobile phone policy

The Barn operates a strict no mobile phone policy for staff and parents (this extends to personal photographic devices).

Any child who brings a mobile device to school will be asked to hand this in to a member of staff at the beginning of each session.

Medicine

Medicine **will not** be administered to children at The Barn unless medicine is provided from home along with a ' **request for school**

to administer medication form' from the school office. If this paperwork is not supplied, staff will not be able to administer any form of medication.

Health and safety

The Barn will follow the school's health and safety policies and site inspections, including fire evacuation and lockdown procedures.

Complaints

While we aim to ensure everything runs smoothly, occasionally problems may occur. If you have any concerns or constructive feedback please initially speak to a member of staff.

If you feel that there is still a concern please speak to The Barn supervisor.

If you wish to take further action then follow the school's complaints procedure (available on the school website).

Missing children

If we are unable to account for the whereabouts of a child expected at the beginning of the session:

- A member of staff will conduct a thorough search of the premises.
- Parents will be contacted to ensure that they are expected at The Barn.
- If they are not on school premises or with a parent the police will be informed.
- Staff will continue to search for the child whilst waiting for the police and parents to arrive.

If late changes to home routines occur, it is important to let us know to avoid any unnecessary distress.

Behaviour

The Barn will follow the schools positive behaviour policies with a slight amendment to the consequences that unacceptable behaviour may result in.

Unacceptable behaviours include:

- Unkind behaviour (verbally or physically)
- Unsafe behaviour
- Racist, sexist or prejudiced remarks and attitudes.
- Bullying. (See Anti-Bullying Policy for further information and guidance.)

Consequences for these behaviours will be:

- Asked to stop the behaviour
- Choice and consequence
- Time out in The Barn
- Time out, outside of The Barn with a member of school staff
- Parents called/meeting with Mr Gibson
- Persistent unkind or unsafe behaviour may result in the child's place being withdrawn.

Late or uncollected child

In the event that a child is uncollected by the end of the session (6:00pm) and The Barn has **NOT** been notified of any delay the procedure below will be followed

Less than 10 minutes late

Upon arrival the parent or carer will be reminded to notify The Barn if they are delayed.

More than 10 minutes late

A member of staff will try to contact the parent or carer using contact details on file, if there is no response messages will be left for the parent or carer advising them that emergency contacts will be contacted.

More than 30 minutes late

In the case that parents and emergency contacts have not been reached after 30 minutes The Barn manager will contact the local social care team for advice.
The child will remain on club premises supervised by 2 members of staff until child is collected or placed in the care of the social care team.

Persistent Lateness

All incidences of late collection will be recorded by the Supervisor. If there is a pattern of persistent lateness for a particular child parents or carers will receive a written warning. If the late collection continues, this may result in the child losing their place at the club.

Fees (changes and cancellations, snow closures late fees)

The Barn will charge a fee of £11 per session for each child and £9 for each additional sibling.

Same day cancellations, when the child had been at school, will be charged at the full value of a normal session. If a child has been sent home by the school due to illness, then there will be no charge.

If a parent wishes to swap sessions they will only be able to do so if a space is available, and must notify the club before the end of the previous day's session.

In the event of a school closure the club will not run and sessions will not be charged.

Staffing

The Barn Supervisor - Miss Lauren Paton

The Barn Assistants - Mrs Jan Hunt, Mrs Elina Blunt, Mrs Sarah Chapman

Contact details

thebarnsupervisor@hawellprimaryschool.co.uk

01235835337

If there are any queries, please do not hesitate to either speak, call or email.